



"Managing the People Side of Change"

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Change Management Consultant

Job Summary

The Change Management Consultant will focus on the people side of change – including changes to business processes, systems and technology, job roles and organization structures. The primary focus will be creating and implementing change management plans that minimize employee resistance and maximize employee engagement. The Change Management Specialist will work to drive faster adoption, greater ultimate utilization and higher proficiency on the changes impacting employees in the organization such that business results are achieved.

Job Duties & Responsibilities

- Conduct executive interviews;
- Conduct/facilitate Change Leadership Workshop for executives and project leadership;
- Complete Stakeholder Analysis;
- Develop Change Management Strategy;
- Conduct Initial Project Communication Campaign;
- Assist in the development of a Change Management role descriptions, and assist in establishing an internal Change Management team;
- Develop and facilitate Orientation & Training Workshop for internal Change Management team;
- Develop and implement the organization readiness assessment;
- Create Change Management/Communication Plan;
- Post Go-Live analysis and summary of Change Management effectiveness;

Required Qualifications

- 5 years experience using a structured change management methodology
- Bachelors Degree in related field
- Strong communication skills
- Ability to work both part-time and full-time hours

NOTE: Experience, education and certifications will be verified